

**BY ORDER OF THE COMMANDER  
911TH AIRLIFT WING**

**911TH AIRLIFT WING INSTRUCTION  
36-4001**



**18 JULY 2012**

**Personnel**

**COMMANDER'S COIN RECOGNITION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Colonel Craig C. Peters)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It provides guidance and procedures for the 911th Airlift Wing (911 AW) Coin Recognition Program and sets guidelines for additional unit programs in conjunction with AFI 36-2805, *Special Trophies and Awards*, AFI 36-1001, *Managing the Civilian Performance Program* and AFI 65-601, Vol 1, *Budget Guidance and Procedures*. This instruction applies to all units assigned to the 911 AW staff agencies and workcenters. Refer recommended changes and questions about this publication to the 911 AW/CCE, using the Air Force Form 847, *Recommendation for Change of Publication*. Route AF Form 847s through the appropriate chain of command. Ensure all records created as prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

**1. OVERVIEW:**

- 1.1. The 911 AW Commander's Coin Recognition Program provides an informal means to recognize individuals and small groups for one-time contributions of superior performance or personal effort.
- 1.2. The Coin Recognition Program recognizes superior performance directly contributing to mission accomplishment in a manner not covered by any other 911 AW awards program.

**2. RESPONSIBILITIES:**

- 2.1. G-Series commanders will approve all coin recipients.

2.2. G-Series commanders will ensure control of recognition coins and secure, track and document the presentation of coins.

2.2.1. The coins used in this award program must be purchased with appropriated funds in accordance with AFI 65-601, Vol 1, *Budget Guidance and Procedures*.

2.2.2. Coin inventory will be tracked by spreadsheet to include:

2.2.2.1. Name and rank/civilian grade of presenter and recipient.

2.2.2.2. Recipient organization.

2.2.2.3. Date and purpose of award.

### **3. ELIGIBLE RECIPIENTS**

3.1. Any military member or appropriated fund employee assigned to Pittsburgh International Airport (IAP) Air Reserve Station (ARS), Pennsylvania. Commanders may approve, on a limited basis, the award of a recognition coin to an individual assigned outside their unit/installation providing they meet the criteria in paragraph 1 and have made a significant contribution to the mission of their unit; however, coins purchased with appropriated funds may not be given to non-appropriated fund employees. In addition, they may not be used as tokens of appreciation for government officials, foreign officials or non-federal personnel in recognition of general support or improved community relations. Coins for these types of officials, however, may be purchased with official representation funds for situations covered by AFI 65-603, *Official Representation Funds – Guidance and Procedures*, para. 4.

### **4. CRITERIA.**

4.1. The criteria to receive a Commander's Recognition Coin are broad; however, commanders should limit awards to those who have gone above and beyond the normal call of duty. This program is established to recognize superior performance and recognition coins cannot, under any circumstances, be used as mementos.

CRAIG C. PETERS, Col, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-28, *Awards and Decorations*, 01 August 1997

AFI 65-601, Vol 1, *Budget Guidance and Procedures*, 03 March 2005

AFI 65-603, *Official Representation Funds – Guidance and Procedures*, 24 August 2011

AFI 36-1001, *Managing the Civilian Performance Program*, 01 July 1999

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AW**—Airlift Wing

**CC**—Current Commander

**CCE**—Current Commander Executive

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule